



# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
4) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		X	
<b>COMMENTS:</b>			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		
<b>COMMENTS:</b>			

RESIDENT FILE REVIEW	YES	NO	N/A
1) Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	X		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate	X		
3) Does the file audit establish that residents are being recertified on an annual basis?	X		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			X
5) Does the file audit indicate that staff needs additional training?		X	

**COMMENTS:** The following file issues were noted during the onsite visit:

- **Unit 17:** The Under \$5,000 Asset Certification form was not in the file.
- **Unit 34:** The affordable lease addendum was not in the file.
- **Health and Safety Form:** TSAHC's Health and Safety form was not in the files for units 5, 9, 21, 44, 55, and 57.
- **Unit Status Report (USR):** Discrepancies specific to the initial income and/or rent amounts listed on the USR and Tenant Income Certifications were noted for units 5, 17, 31, 34, 43, and 44.

All of the missing documentation noted above was completed and submitted to TSAHC for review prior to the issuance of this report. Management is advised to go through TSAHC's USR to ensure that the household's initial income, current tenant rent and housing assistance rent amounts are listed accurately.

*If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, all income and asset verifications, the executed Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
N/A		
<b>COMMENTS:</b>		

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**SUMMARY OF FINDINGS AND OBSERVATIONS**

No Findings or Observations.